



Tony Evers, Governor
Dan Hereth, Secretary Designee

November 21, 2023

Jason Kjeseth, Community Development Director
St. Croix County
1101 Charmichael Road, Suite 1200
Hudson, WI 54016
Jason.kjeseth@sccwi.gov

VIA EMAIL

Re: St. Croix County Agent Delegation for Private On-Site Wastewater Treatment System (POWTS) Plan Review

Dear Jason Kjeseth,

I am pleased to inform you that your county has been delegated POWTS plan review authority per your request. Per Wis. Stat. § 145.20 and Wis. Admin. Code § SPS 383.23(1), the Department delegates your municipality the primary responsibility to do plan review for the following residential POWTS installations utilizing approved component manuals. Please note the delegation authority authorized in this letter supersedes POWTS plan review authority previously delegated.

1. At-grade systems with a design wastewater flow (DWF) of up to 1,000 gallons per day.
2. Non-pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
3. Pressurized in-ground systems with a DWF of up to 1,000 gallons per day.
4. Mound systems with a DWF up to 1,000 gallons per day.
5. Replacement septic and pump tanks for facilities with a DWF of up to 1,000 gallons per day.

Per Wis. Admin. Code § SPS 383.23(1), the Department also delegates your county the responsibility to do plan review for POWTS holding tanks based on $\geq$ 3,000 gallons per day estimated flow utilizing approved component manuals and products.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of this delegation, you are required to comply with the following:

- Notify the department, in writing, immediately of any personnel changes to plan review staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor delegated agents and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. The Department requires delegated municipal code official(s) hold the Wisconsin POWTS Inspector certification and the Wisconsin Soils Tester license.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor Department correspondence as further details regarding this process are communicated.

The Department understands that the primary POWTS plan reviewer for your municipality is you, Jason Kjeseth, and that you have the proper certification(s) to do so.

Our POWTS consultant for your area, Katie Petzel, at (608) 574-1189, is available to assist in any questions or concerns your county may have with these POWTS enforcement services. Plan review training is available by contacting Joshua Rowley at (715) 634-5124, which is offered during non-peak review months.

The Division of Industry Services looks forward to working with you.

Sincerely,

Bradley A Johnson

Bradley A. Johnson, P.E., Bureau Director, Field Services Bureau

cc: Katie Petzel, DSPS
April Hammond, DSPS